

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN REGION BULLETIN 305A

SEP 22 1939

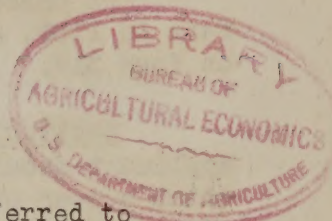
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INSTRUCTIONS FOR FILLING OUT FORM SR-314, "APPLICATION FOR PAYMENT",  
AND FORM SR-321, "MULTIPLE-FARM REPORT"

(Applicable to all farms in Area A)

FORM SR-314



Form SR-314, "Application for Payment" (hereinafter referred to as form 314 or application), shall be prepared in quadruplicate. The data thereon will be taken from Form SR-314A, "Application Work Sheet" (hereinafter referred to as form 314A), Form(s) ACP-64, "Request for Material as Grant of Aid under the Agricultural Conservation Program", Form(s) ACP-69, "Assignment", and Form(s) AAA-372, "Producer's Request for Set-Off". Form 314 shall not be prepared until all approved soil-building practices to be carried out on the farm in 1939 have been completed and summarized on form 314A.

If a person files an application with respect to one farm in the county he must also file an application with respect to all other farms in the county which he operates or rents to other persons for a share of the crops produced thereon. Where, because of this requirement, an application is executed for a farm which was not covered by a signed Form SR-101, "Work Sheet", within the prescribed time limit, the words "No-Payment - Late Work Sheet" should be clearly written across the face of the application. Such application need not be signed by any interested person but must be otherwise complete and signed by the secretary of the county agricultural conservation association (hereinafter referred to as the association secretary) and by a member of the county committee for the committee.

The entries to be made in the county office and by the applicants on form 314 have been indicated by dotted lines. Where a given space has been indicated for a county office entry but is not applicable to the farm in question, it shall be left blank.

Any correction in the data on form 314 shall be made by drawing a line through the original entry (which should remain legible) and entering the correct data immediately above or to the left of the original entry. Such correction should be initialed by the county committeeman whose signature appears in line 26 of the application. If such committeeman cannot be located for the purpose of initialing the correction, however, such correction may be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature in line 26 above the signature of the first committeeman who signed.

For each crop showing a 1939 acreage figure, an allotment figure (or the usual acreage in the case of wheat, where applicable) or a "0" or the word "None" must be entered in the space provided on form 314. For each



crop showing an allotment figure (or the usual acreage in the case of wheat, where applicable), a 1939 acreage figure or a "0" or the word "None" must be entered in the space provided on form 314.

In cases where no soil-building practices were carried out on the farm in 1939, a "0" or the word "None" must be entered in line 8, column E, on form 314.

Section 1. - Representations and Application for Payment: Each applicant should familiarize himself with the provisions of Section 1, which appear on the reverse side of form 314, since they constitute the representations upon which he is basing his claim for payment.

Section 2. - Certificate of County Committee: Each member of the county committee should carefully study the Certificate of County Committee, which appears on the reverse side of form 314, in order that he may clearly understand the responsibility of the committee in approving applications for payment.

State and county code and farm serial No.: Enter the State and county code and farm serial number from the corresponding form 314A. In the wind-erosion area (as set forth in SRB-304A) if the notation "Wind-erosion farm" has been entered on the form 314A, enter the same notation on the form 314 immediately to the left of the words "Name of county". In the special wind-erosion area (as set forth in SRB-304A) if the notation "Irrigated farm" has been entered on the form 314A, enter the same notation immediately to the left of the words "Name of county".

Name of county: Enter the name of the county.

Transmittal number: Make no entry in this space.

Line 1, column B: If the word "Cotton" has been stricken out in line 1, column E, form 314A, and another crop name entered therein, make the same correction on form 314.

Line 1, column C: Enter the crop name(s) (including "Usual wheat", where applicable) shown in line 1, column F, form 314A. If a restoration land goal is established for the farm, enter the notation "Res. land" in this space. Where necessary, column C may be subdivided.

Line 1, column D: If the farm is considered as a non-general allotment farm (as shown by entry of the notation "Non" above the word "General" in line 1, column G, form 314A) enter the notation "Non" above the word "General".

Line 2, column A: Enter from line 2, column D, form 314A. If the total acreage of soil-depleting crops entered in this space is less than 50 percent of the total allotment for the farm, the notation "Farm idle in 1939" shall be entered above the space for the signature of a county



committeeman in line 26, unless the county committee has determined that (a) normal farming operations (as defined in the last paragraph beginning on page 8 and continued on page 9 of SRB-304A) were, in fact, carried out on the farm in 1939, or (b) failure to carry out normal farming operations in 1939 was due to causes beyond the control of the farm operator. Under condition (a) the notation "Normal farming operations" shall be entered above the space for the signature of a county committeeman in line 26; under condition (b) a signed report of the county committee's findings (in duplicate) shall be attached to the form 314 and submitted to the State office.

Line 2, column B: Enter from line 2, column E, form 314A.

Line 2, column C: Enter from line 2, column F, form 314A.

Line 2, column D: Enter from line 2, column G, form 314A.

Line 3, column A: Enter from line 3, column D, form 314A.

Line 3, column B: Enter from line 3, column E, form 314A.

Line 3, column C: Enter from line 3, column F, form 314A,

except that in the case of a restoration land goal, the entry shall be taken from line 4 (a), column B, form 314A.

Line 3, column D: Enter from line 3, column G, form 314A. If the farm is considered as a non-general allotment farm, make no entry in this space.

Line 4, column B: Enter from line 4, column E, form 314A.

Line 4, column C: Enter from line 4, column F, form 314A.

Line 4, column D: Enter from line 4, column G, form 314A for

all farms.

Lines 3, 4, 5, 6, and 7, column E (left side): Enter from lines 2, 3, and 4, column H, and lines 2 and 3, column J, form 314A.

Lines 3, 4, 5, 6, and 7, column E (right side): Enter from lines 2, 3, and 4, column I, and lines 2 and 3, column K, form 314A.

Line 8, column E: Enter from line 4, column K, form 314A. (Check the sum of the entries in lines 3, 4, 5, 6, and 7 to see that it agrees with the total figure.)

Line 2, column FGH: Enter from line 2(a), column B, form 314A.

Line 3, column I: Enter from line 2(b), column B, form 314A.

Line 4, column H: For farms in Arkansas, enter from line 3(a), column B, form 314A. Make no entry in this space for farms in Oklahoma and Texas.

Line 4, column I: For farms in Oklahoma and Texas, enter from line 3(a), column B, form 314A. Make no entry in this space for farms in Arkansas.

Line 5, column I: For farms in Oklahoma and Texas, enter from line 3(b), column B, form 314A.



Line 7, column I: If sugar beets are grown for sugar on the farm in 1939, enter the acreage thereof from line 1, column AB, form 314A.

Lines 8, 9, 10, and 11, column I: Enter from line 4(b), column B, form 314A.

Lines 13, 17, and 21, column A: Enter from line 6 and succeeding lines, column L, form 314A.

It is assumed in this connection that the names of the landlords, tenants, and sharecroppers entered in line 6 and succeeding lines, column L, form 314A are those persons who are entitled, as of the time of harvest, to share in the proceeds of one or more of the crops listed in line 1, column E, F, or G, thereof, or who have participated in carrying out approved soil-building practices or in carrying out conservation measures designed to promote restoration of a permanent vegetative cover on restoration land on the farm in 1939. If the county committee determines, however, that one or more of the persons originally shown on the form 314A are not, at the time of harvest, entitled to share in any such crop and have not participated in carrying out approved soil-building practices or in carrying out conservation measures designed to promote restoration of a permanent vegetative cover on restoration land on the farm, the names of such persons should be deleted from the form 314A.

As to what is meant by the term "at the time of harvest" in cases of sale, abandonment, and loss of control by legal process, the following interpretation shall be observed:

"In cases where, through sale or legal process, a landlord, tenant, or sharecropper loses his interest in a crop prior to or during harvest, but retains, for the remainder of his tenure under the lease or operating agreement, his position as a producer on the farm on which the crop was grown, and in cases where a tenant or sharecropper abandons a crop which has failed, such person will be entitled to all of the payment, and subject to any deduction, computed with respect to his interest in such crop. 1/

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1/ In counties in Oklahoma and Texas (as set forth in section 11A, SRB-301A) which have been designated as areas which are subject to serious wind erosion in 1939 (pursuant to Section 13E(3) of SRB-301A), the net payment or net deduction computed in connection with a crop which has failed and which has been abandoned by the operator will be divided between such operator and his successor-in-interest in the proportion that the county committee determines that they contributed to the total expense of seeding and cultivating the crop and of carrying out erosion control practices with respect to the acreage on which the crop was seeded, provided that, if the county committee finds that the original operator abandoned the crop without making any arrangement with his landlord or another producer for carrying out necessary wind erosion control measures on the farm, the payment computed for such operator in accordance with the above instructions shall be disallowed.



"If a landlord, tenant, or sharecropper loses his interest in a crop through sale or legal process and also relinquishes his position as a producer on the farm, or if a tenant or sharecropper abandons a crop the yield of which justifies the harvest thereof, his successor-in-interest will be entitled to all of the payment, and subject to any deduction, computed in connection with such interest, except that, if the loss of or abandonment of such interest and relinquishment of the position of producer takes place after the beginning of and before the completion of harvest, the payment or deduction will be divided between the original producer and his successor-in-interest in the proportion that such persons share in the crop, or proceeds thereof, harvested from the acreage in question."

The names of the landlord(s) (if other than the operator(s)) shall be followed by the notation "(LL)", and the name(s) of the operator(s) shall be followed by the notation "(OP)".

If there are more than three interested 2/ persons, Form SR-310, "Continuation Sheet for Section 3 of Application for Payment (Form SR-309 or SR-314)", will be used. Each such continuation sheet must be properly identified by the State and county code and application serial number and securely attached to the related form 314.

If a person who otherwise would have shared in the payment dies or becomes incompetent before form 314 is executed, the name to be entered on form 314 will be the applicable one of the following:

1. If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered. (Example: "John H. Doe, executor (or administrator of the estate of Richard Roe, deceased").)
2. If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the names of all the heirs of the decedent shall be entered unless such heirs wish to designate a trustee to execute the application for them and receive payment on their behalf. In the latter event, the name of the trustee shall be entered. (Examples: W. R. Roe, Mary E. Roe, and Edward J. Roe, all the

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2/ As used herein the word "interested" refers to a person who, as landlord, operator, tenant, or sharecropper, is entitled, at the time of harvest, to share in the crops (or proceeds thereof) grown on a farm in 1939 under a lease or operating agreement, or who, as owner or operator of such farm, participates in 1939 in carrying out approved soil-building practices or in carrying out conservation measures designed to promote restoration of a permanent vegetative cover on restoration land on the farm.



heirs of Richard Roe, deceased", or "W. R. Roe,  
trustee for the heirs of Richard Roe, deceased".)

3. If the person is incompetent, the name of his guardian (or committee) and of his estate shall be entered.  
(Example: "John H. Doe, guardian (or committee) of  
the estate of Richard Roe, incompetent".)

Lines 14, 18, and 22, column A: Enter the full mail addresses of the landlord(s) and operator(s) from line 6 and succeeding lines, column L, form 314A.

The addresses of tenants and sharecroppers shall be entered at the time they affix their signatures in column A.

Lines 13, 17, and 21, columns B, C, and D: Enter from line 6 and succeeding lines, columns M, N, and O, form 314A. (Where a restoration land goal has been established for the farm, the division thereof in column C shall be taken from column Q, form 314A.)

If the acreage shares on form 314A have been circled for one or more crops and revised acreage shares entered above by reason of the fact that the acreage of the crop for one or more of the producers has been substantially reduced by flood, hail, drought, or insects in 1939 (as indicated by a notation to that effect below line 18 of the form 314A), enter the uncircled figures on form 314 and enter in line 25, column A, of form 314 the same notation as appears below line 18 of the form 314A.

If the acreage shares on form 314A have been circled for one or more crops and revised acreage shares entered above by reason of the fact that the farm is composed of two or more separately-owned tracts of land and is covered by a Form ACP-86, "Request for Combination of Separately-Owned Tracts of Land into One Farm and Owners' Agreement", enter the uncircled figures on form 314 and enter "Form ACP-86" in line 25, column A.

If the acreage shares on form 314A for cotton have been circled and revised acreage shares entered above by reason of the fact that the total acreage of cotton on the farm in 1939 is less than 80 percent of the cotton acreage allotment established for the farm and the acreage of cotton which is or would have been planted thereon by any tenant or sharecropper in 1939 is not substantially proportionate to the acreage of cotton which such tenant or sharecropper would normally plant thereon, enter the uncircled figures on form 314. In such cases if all interested persons have not signed a separate statement agreeing to the acreage shares represented by the uncircled figures in column M of the form 314A (or have not signed a 1939 cotton price adjustment application for payment agreeing to the same acreage shares), it will be necessary that all such persons sign the form 314 or that such form be corrected to show only the names and shares of those producers who are entitled to share in the actual acreage of cotton planted on the farm in 1939 (that is, the circled figures in column M of the form 314A).



Where the interested persons have agreed on a separate statement to the acreage shares represented by the uncircled figures in column M of form 314A (and all interested persons do not sign the form 314), a copy of such statement, signed also by a member of the county committee on behalf of the committee, shall be attached to and submitted with the form 314 to the State office. Where the interested persons have signed a 1939 cotton price adjustment application for payment showing the same acreage shares (and all interested persons do not sign the form 314 or a separate statement agreeing to the acreage shares), a statement to that effect, signed by a member of the county committee on behalf of the committee, shall be attached to and submitted with the form 314 to the State office.

Lines 13, 17, and 21, column E: Enter from column P, form 314A. Where any person other than the landlord or operator is shown as carrying out soil-building practices and is not also shown as sharing in the soil-depleting crops, such person(s) relationship to the farm in question at the time the practices were carried out must be explained. The explanation must be in the form of a statement signed by the producer in question and approved by a member of the county committee, and must be attached to and submitted with the form 314 to the State office.

Lines 16, 20, and 24, column BCDE: For each interested person, enter the word "Yes" or "No", whichever is applicable. "Yes" shall be entered in this space under any of the following circumstances:

(1) If the applicant shares in the crops grown on any other farm in the county, or if there is any other farm in the county on which he as landlord or operator participates in carrying out approved soil-building practices or in carrying out conservation measures designed to promote restoration of a permanent vegetative cover on restoration land in 1939 and with respect to which he will file an application under the 1939 Agricultural Conservation Program.

(2) If the applicant has any ranching unit(s) or turpentine place(s) in the county with respect to which he will file an application for payment under the applicable 1939 program.

(3) If the applicant has an interest in any farm(s), ranching unit(s), or turpentine place(s) in other counties in the State (or in other States - including Alaska, Hawaii, and Puerto Rico - if he is other than an individual, partnership, or estate) with respect to which he will file an application for payment under the applicable 1939 program. Where "Yes" is entered, the applicant must execute Forms SR-321, "Multiple-Farm Report", and the same must be forwarded to the State office along with all "possible deduction" applications for such producer before any of his payment applications or at the time the first of such applications are submitted to that office.

"No" should never be entered in this space until the applicant himself has indicated that he has no interests in other counties (or States, if applicable). The county office has records on which



to answer the question insofar as the applicant's interests in the county are concerned, but ordinarily its records do not cover such person's interests outside the county.

Lines 16, 20, and 24, column FCHI: The information to be entered in each of these lines will be from a Form ACP-69 or a Form AAA-372, whichever was first filed in the county office with respect to the payment in question. The first of such forms filed shall be attached to and submitted with the form 314 to the State office.

In cases where a Form ACP-69 was filed first in the county office, enter the name and mail address of the person, if any, to whom the producer has made an assignment on a Form ACP-69 for cash or advances to finance the making of a crop in 1939. Such assignment shall not be recognized, however, unless the assignee has executed Part II of Form ACP-69 and it is shown therein that part or all of the amount advanced still remains unpaid. If more than one assignment has been made by a given producer with respect to the farm, only the first assignment filed in the county office on Form ACP-69 and remaining unpaid at the time the form 314 is executed shall be honored. In cases where a Form AAA-372 was filed first in the county office enter "AAA-372" in the space provided for the name of the assignee. (If more than one Form AAA-372 is filed with respect to the same payment, the county office shall recognize only the first of such forms filed.) If there is no outstanding assignment or Form AAA-372 the word "None" shall be entered.

Lines 16, 20, and 24, column J: Enter the amount of the assignment remaining unpaid at the time the form 314 is executed, from Part II of Form ACP-69, or the amount on Form AAA-372, whichever is applicable.

If the amount shown in Part II of the Form ACP-69 exceeds the amount in Part I of the form, the assignment shall not be accepted unless the excess amount covers interest charges (at not more than the maximum rate chargeable under the law of the State in which the farm is located) originally provided for in Part I of the form. The county office shall check the amount shown as accrued interest in Part II of the form, to determine that such amount was computed at a rate of interest not in excess of that specified in Part I of Form ACP-69 and for a period not exceeding that during which the amount advanced remained unpaid counting up to not later than the date Part II of the form was executed.

Lines 13, 17, and 21, column K: Enter the amount derived by multiplying the quantity of any grant of aid furnished the producer (as shown in Section IV of the related Form ACP-64, "Request for Material as Grant of Aid Under the Agricultural Conservation Program") by the rate established by the Agricultural Adjustment Administration. (This rate will be furnished the county offices by the respective State office.) If limestone or superphosphate is obtained as a grant of aid and the application for payment does not show an application of the material in



question as a soil-building practice to an extent equal to the amount of the grant of aid, the county committee shall investigate the case and attach to Form ACP-64 a statement, in duplicate, over the signatures of at least two of its members showing what use, if any, has been made of the material which was not used in carrying out soil-building practices. This statement should set forth clearly the amount of any such materials which were used in a manner not in substantial accord with the agreement under which such material was furnished. A similar statement should be attached to the application if the county committee finds that any other material furnished as grant of aid was used in a manner not in substantial accord with the agreement under which such material was furnished. The original Form(s) ACP-64 shall be attached to the form 314 and submitted to the State office.

Lines 15, 19, and 23, column A: After all necessary data have been entered thereon the signature of each applicant shall be affixed on the original form 314 in ink or indelible pencil. Under no circumstances shall a producer be requested or allowed to sign an application in blank. The producer's signature must agree with his name as it appears in line 13, 17, or 21, and must be in the original handwriting of such producer or his duly authorized representative appointed in writing in accordance with existing procedure or by a court. Traced signatures, carbon impressions, and facsimile signatures on the original form 314 are not acceptable.

Signatures on form 314 should be in the following style (under scoring denotes portion of signature which must be in the handwriting of the person signing):

1. An individual:

John H. Doe

2. Cosigners (joint-owners or joint-operators):

John H. Doe

Richard D. Roe

3. Sole proprietor:

X. Y. Z. Company

By John H. Doe, sole proprietor (or owner)

4. An agent or attorney-in-fact:

(a) John H. Doe

By Richard D. Roe, agent (or attorney-in-fact)

(b) Jones & Smith, a partnership

By Richard D. Roe, agent (or attorney-in-fact)

(c) A. B. C. Company, Inc.,

By Richard D. Roe, agent (or attorney-in-fact)

5. A member of a partnership:

Smith & Jones

By John H. Smith, a partner (or member of firm)



6. An officer of a corporation:  
A. B. C. Company, Inc.,  
By John H. Doe, president (or other duly authorized officer)
7. An administrator:  
John H. Doe, administrator of the estate of Richard Roe, deceased.
8. An executor:  
John H. Doe, executor of the estate of Richard Roe, deceased.
9. Trustee for heirs of a deceased person:  
John H. Doe, trustee for all the heirs of Richard Roe, deceased.
10. A guardian or committee:  
John H. Doe, guardian (or committee) of the estate of Richard Roe, minor (or incompetent)
11. A receiver or liquidator:  
John H. Doe, receiver (or liquidator) of A. B. C. Company, Inc.
12. A State, county, or municipal officer:  
York County, South Carolina  
By John H. Doe, county supervisor.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the proper authority so to act. The signing of form 314 by a member of the committee shall constitute the certification of such committee that each person who signs the form in a representative capacity does possess the necessary authority. In the event the members of the committee do not have the personal knowledge that each such person has proper authority, they should require such person to submit evidence of his authority. (See ACP-16, "Instructions on Signatures and Authorization", and AAA Forms 379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power-of-attorney on the applicable AAA form or a similar form be secured for substitution unless the power-of-attorney now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the form 314 when it is submitted to the State office for payment.

If any interested person who otherwise would share in the payment refuses to sign the form 314, a statement by such person, setting forth fully his reason for refusing to sign, should be attached to the form 314. If such statement cannot be obtained, there should be attached to the form 314 a statement signed by a member of the county committee or by the association secretary indicating the efforts which have been made to secure the signature and statement of such producer. If, for any other reason, the signature of any person who otherwise ~~would~~ share in



the payment cannot be obtained, the reason for the failure of such person to sign should be written in the space where his signature would otherwise have been affixed and such entry initialed by a member of the county committee or by the association secretary. (Payment may be made later to any such producer if, within the time limit for accepting applications, he submits an application on a supplemental form 314 properly executed by him. The basic data on the supplemental form 314 must be identical with those on the original application, except that the letters "Supp". should appear in the upper right corner immediately following the application serial number. Such supplemental form 314 need not include the acreage or percentage shares or the signatures of any producers other than those applying for payment on the supplemental application, but must be signed by the association secretary and a member of the county committee.)

Lines 16, 20, and 24, column A: The signature of a witness is required only where the signature of the producer is affixed by mark. Any signature by mark must be witnessed by a disinterested person.

Line 26 - Signature of county association secretary: After all necessary data have been entered on form 314 and the signatures of applicants affixed thereto, the association secretary shall examine the application and, if he finds it to be in proper form, shall affix his signature in the space provided. If it is found advisable, the county committee may designate one or more persons employed in the office of the association to perform the duty of approving applications for payment and related documents on behalf of the association secretary. (In such cases, the designated person shall sign his own name as association secretary.) Such designation may be made by executing in quadruplicate an authorization in writing by at least two members of the county committee and forwarding the original and one copy to the State office, handing one copy to the person so designated and retaining the other copy in the association files. The authorization should be substantially in the following form:

"We, the undersigned members of the County Committee of \_\_\_\_\_ County, State of \_\_\_\_\_, do hereby authorize \_\_\_\_\_, now employed in the office of the County Agricultural Conservation Association as \_\_\_\_\_, in lieu of the Secretary of said  
(Title)

Association to approve applications for payment and related papers under the 1939 Agricultural Conservation Program and affix his signature to such documents whenever he finds them to be in proper form within the meaning of the regulations and instructions applicable thereto. This authorization is to remain in effect while such person is employed in said office unless sooner canceled or revoked by said committee in writing.

"Following is a specimen of the signature of said person:  
\_\_\_\_\_

"If cancellation or revocation of this authorization is necessary, it will be accomplished by notifying the State office in writing that the authorization is thereby canceled or revoked and by filing in the



records of the office a copy of such notice and handing a copy to such person if he is then employed in said office.

SIGNATURE OF COUNTY COMMITTEEMEN:

Date \_\_\_\_\_, 19\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The authorization may be extended to cover applications and related documents under other programs, by inserting after the words "The 1939 Agricultural Conservation Program" the following or so much thereof as is desired: ",including the 1939 Range Conservation Program, each succeeding agricultural (and range) conservation program, the Sugar Act of 1937, the 1939 Price Adjustment Program, and any other general or special farm program administered through the Agricultural Adjustment Administration."

Line 26 -- Signature of county committeeman: If the county committee finds that the data on form 314 have been correctly entered and that the person(s) making application for payment are eligible under the regulations to receive payment with respect to the farm covered by the form 314 in question, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The committeeman who signs must not be a near relative of any interested person shown on form 314 or have any sort of financial interest in the farm covered thereby. The date the committeeman signs the form 314 should be entered in the space provided.

In counties which have been designated as counties which are not in substantial compliance in 1939 with reference to the number of cows kept for the production of milk, the county committee shall not approve an application covering any farm unless it has been determined that the farm is eligible for payment insofar as the use of soil-conserving crops is concerned. (See SRM-332, dated May 23, 1939.)

The county committee shall not approve payment to any applicant whom it finds (1) has knowingly planted cotton, or caused cotton to be planted in 1939, on any farm in which he has an interest, in excess of the cotton acreage allotment established for such farm; or (2) has allowed any farm which he owns or operates in the county (if the county has been designated as an area which is subject to serious wind erosion in 1939) to become a wind-erosion hazard in 1939 to the community in which such farm is located. If the payment of any person is disallowed for one of these reasons and there are other interested persons on the application, the words "Not eligible" shall be written in the line for his signature and a statement, signed by at least two members of the county committee explaining why such person is not entitled to payment, shall be submitted with the form 314 to the State office.



If it is found that a landlord or operator who is applying for payment on form 314 has for 1939 made any change in the arrangements which existed between himself and the tenants or sharecroppers on the farm in 1938 or has reduced the number of tenants or sharecroppers from the average number on the farm during the three years 1936-1938 and such change or reduction would cause a greater proportion of the payment to be made to the landlord or operator than would have been made to him had such change or reduction not been made, and the county committee disapproves such change or reduction as being unjustified within the meaning of Section 13 G of SRB-301A, the committee shall attach two copies of the signed report of its findings to the form 314, showing the share which the landlord or operator would have received but for such change or reduction.

Two signed copies of the county committee's findings and recommendation shall be attached to the form 314 and submitted to the State office with respect to any applicant who

(1) Has adopted any practice (including the misuse of "white" marketing cards in 1938) which tends to defeat any of the purposes of the 1939 or previous agricultural conservation programs; or

(2) Has, by means of ~~any~~ corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, offset, or participated in offsetting, in whole or in part, the performance for which such payment is otherwise authorized; or

(3) Has, with respect to forest land or woodland owned or controlled by him, adopted any practice which is contrary to sound conservation practice; or

(4) Has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, or formation of any corporation, partnership, estate, trust, or by any other means, which was designed to evade, or would have the effect of evading, the limitation of payment (to \$10,000) set out in Section 13 B of SRB-301A.

Submitting forms to State office: Before submitting forms 314 to the State office each such form should be carefully checked to determine that:

(1) All data have been correctly entered.

(2) Any corrections have been properly initialed.

(3) Each interested person has signed form 314 or there is a proper explanation as to why he has not done so.

(4) All signatures of interested persons are genuine and agree with their names as typed or printed on the application.

(5) A complete mail address is entered for each producer who has signed the application and for each assignee shown thereon.



(6) The signatures of the association secretary and a member of the county committee have been affixed in the spaces provided and the date has been entered.

(7) The required number of copies of each applicable statement and copies of any related Forms ACP-64, ACP-69, and AAA-372 are attached.

Forms 314 shall be listed on Form SR-315, "Transmittal Sheet", for submission to the State office.

The original and all copies of forms 314, with inserted carbons intact, shall be submitted to the State office. The county office and producer's copies will be returned to the county office after computations have been made thereon, at which time the producer's copy should be delivered to the farm operator.

Forms 314 suspended for correction should be listed on Forms SR-315 with regular applications when ready for resubmission to the State office, rather than being listed on separate Forms SR-315.

#### FORM SR-321

Before any payment application is submitted to the State office for a producer for whom the word "Yes" is entered in column BCDE, Section 3, form 314 or at the time the first such application(s) is submitted, a Form SR-321, "Multiple-Farm Report" (hereinafter referred to as form 321), shall be executed and submitted to the State office along with all "possible deduction" applications for such producer. Failure to comply with this requirement may result in the suspension to the county office of payment applications for such producer. In cases where the county committee has found that a producer for whom a form 321 is prepared knowingly overplanted cotton in 1939 on any farm(s), the notation "knowingly overplanted" shall be entered on form 321 following the serial number(s) of the application(s) covering such farm(s).

Form 321 is to be executed in quadruplicate in accordance with the instructions set out below.

Name of county: Enter the name of the county.

Name of State: Enter the name of the State.

Name of producer: Enter the name of the producer as it appears on form 314, except that the surname shall be shown first.

Mail address of producer: Enter the full mail address of the producer as it appears on the applications for payment.

Section 1. - Representations of Producer: The attention of the producer should be called specifically to the representations on the



reverse side of form 321, since they become such producer's own statements when he signs the form 321.

Section 2. - Certificate of County Committee: The county committee should carefully study the certificate on the reverse side of form 321, in order that it may clearly understand its responsibility in approving form 321.

Lines 1 through 20, column A: Enter (from the list or card index prepared pursuant to SRM-323, dated June 16, 1939) in numerical sequence the serial numbers of all farms in the county on which the producer shares in the crops produced thereon and on which it has been definitely determined that no deduction will accrue to such producer or on which he as landlord or operator participates in carrying out approved soil-building practices in 1939 and with respect to which he will file an application for payment. For any such farm which is considered as idle in 1939, enter the word "Idle" immediately following the serial number thereof.

A definite procedure should be worked out in each county office for distinguishing applications involving a net payment from those which involve a net deduction, in order that no serial number may ever be entered in column A of form 321 for a case which actually involves a deduction. This means that one or more persons in the county office must understand exactly how to compute payments and deductions.

If the producer is interested in any ranching units in the county with respect to which he will file an application for payment under the 1939 Range Conservation Program, enter (from the list or card index) the serial numbers thereof (each preceded by the letter "R") in numerical sequence below the farm serial numbers.

If the producer is interested in any turpentine place(s) in the county with respect to which he will file an application for payment under the 1939 Naval Stores Program, the notation "Turpentine place(s)" shall be entered below the farm serial numbers in column A.

Lines 1 through 20, column B: Enter (from the list or card index) in numerical sequence, on the lines immediately following those which have entries in column A, the serial numbers of all farms in the county which the producer operates or rents to other persons for a share of the crops produced thereon and on which it appears that a deduction may possibly accrue to such producer. The placing of a serial number in this column will in no way affect the producer's claim to payment if it develops that the application in question results in a net payment. Therefore, all borderline cases (that is, all cases where there is a doubt as to whether the application involves a net payment or a net deduction) should be shown in column B, for examination and computation by the State office.

Lines 1 through 20, column G: Enter the names of other counties in the State (and the names of other States - including Alaska, Hawaii,



and Puerto Rico - if the producer is other than an individual, partnership, or estate) in which the producer has an interest in any farm(s), ranching unit(s), or turpentine place(s) with respect to which he will file an application for payment under the applicable 1939 program. This information is necessary for purposes of applying the \$10,000 limitation in payment, and therefore should be called specifically to the attention of each such producer.

Signature of producer: The signature of the producer shall be affixed in the same manner as on the applications for payment, and the date thereof shall be entered in the space provided. The rules governing signatures on the applications for payment are also applicable to those on form 321. When a producer's signature is made by mark, the signature of the witness shall be affixed immediately below.

Signature of committeeman: If the county committee finds that the information entered on form 321 is correct, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The signature of the committeeman constitutes a certification (as on the application for payment) that the committee has found that any person signing the form 321 in a representative or fiduciary capacity has the necessary authority so to act. The date of the committeeman's signature shall be entered in the space provided.

Corrections on form 321: Any correction in the serial numbers in column A or B or in the names of counties (or States) in column G of form 321 should be made by drawing a line through the original entry and entering the correct data immediately above or beside the original entry. Any such correction should be initialed by the committeeman whose signature appears below Section 3 of form 321. If such committeeman is not available to initial the correction, however, such correction may be initialed by another member of the county committee, provided the committeeman who initials such correction also affixes his signature above the signature of the first committeeman who signed.

Submitting "possible deduction" applications and forms 321 to State office: All forms 314 listed as "possible deduction" applications in column B of form 321 shall be submitted to the State office on Form SR-315, "Transmittal Sheet", prior to the submission of any payment applications involving the producer in question or at the time of the submission of the first of such payment applications.

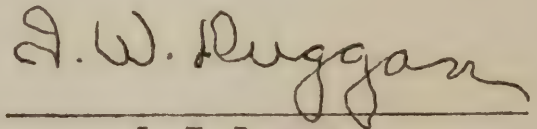
The "possible deduction" applications must be complete in every detail except that it is not required that they be signed by anyone except the association secretary and a member of the county committee. If it is convenient, however, and will not delay the submission of the applications and forms 321 to the State office, the signatures of all interested persons should be obtained. This will make it unnecessary for the State office to return such applications for the signatures of the producers in cases where it is found that such applications results in payments rather than deductions.



The "possible deduction" applications must be attached to the forms 321 on which they are listed and the latter forms must be submitted with the applications to the State office.

If it is discovered, after the form 321 is submitted to the State office, that an error was made in the preparation thereof, a revised form 321 should be executed and submitted by letter to the State office at once. Such form 321 must be complete in every detail and must contain the notation "Revised" above the words "Multiple-Farm Report" in the heading of the form.

Issued September 8, 1939, with the approval of the acting Administrator.

A handwritten signature in dark ink, reading "I. W. Duggan". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

---

I. W. Duggan,  
Director, Southern Division.







SRB-305A  
Amendment 1

Issued September 23, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 305A

INSTRUCTIONS FOR FILLING OUT FORM SR-314, "APPLICATION  
FOR PAYMENT", AND FORM SR-321, "MULTIPLE FARM REPORT"

(Applicable to all farms in Area A)

Amendment 1

The last paragraph beginning on page 2 of Southern Region  
Bulletin 305A is hereby amended to read as follows:

"Line 2, column A: Enter from line 2, column D,  
form 314A. If the total acreage of soil-depleting crops  
entered in this space is less than 50 percent of the total  
allotment for the farm, the notation 'Farm idle in 1939'  
shall be entered above the space for the signature of a  
county committeeman in line 26, unless the county committee  
has determined that (a) normal farming operations (as defined  
in the last paragraph beginning on page 8 and continued on  
page 9 of SRB-304A) were in fact, carried out on the farm  
in 1939, or (b) the county committee finds that the farm was  
not idle even though normal farming operations were not  
carried out on the farm in 1939. Under condition (a) the  
notation 'Normal farming operations' shall be entered above  
the space for the signature of a county committeeman in line  
26; under condition (b) a signed report of the county com-  
mittee's findings (in duplicate) shall be attached to the  
form 314 and submitted to the State office."

Issued September 23, 1939, with the approval of the Adminis-  
trator.

*I. W. Duggan*

I. W. Duggan  
Director, Southern Division.

NO. 305A,  
OCT 9 1939







SRB-305B

Issued September 8, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN REGION BULLETIN 305B

INSTRUCTIONS FOR FILLING OUT FORM SR-309, "APPLICATION FOR PAYMENT",  
AND FORM SR-321, "MULTIPLE-FARM REPORT"

(Applicable to all farms in Area B)

FORM SR-309

Form SR-309, "Application for Payment" (hereinafter referred to as form 309 or application), shall be prepared in quadruplicate. The data thereon will be taken from Form SR-309A, "Application Work Sheet" (hereinafter referred to as form 309A), Form(s) ACP-64, "Request for Material as Grant of Aid under the Agricultural Conservation Program", Form(s) ACP-69, "Assignment", and Form(s) AAA-372, "Producer's Request for Set-Off". Form 309 shall not be prepared until all approved soil-building practices to be carried out on the farm in 1939 have been completed and summarized on form 309A.

If a person files an application with respect to one farm in the county he must also file an application with respect to all other farms in the county which he operates or rents to other persons for a share of the crops produced thereon. Where, because of this requirement, an application is executed for a farm which was not covered by a signed Form SR-101, "Work Sheet", within the prescribed time limit, the words "No-Payment - Late Work Sheet" should be clearly written across the face of the application. Such application need not be signed by any interested person but must be otherwise complete and signed by the secretary of the county agricultural conservation association (hereinafter referred to as association secretary) and by a member of the county committee for the committee.

The entries to be made in the county office and by the applicants on form 309 have been indicated by dotted lines. Where a given space has been indicated for a county office entry but is not applicable to the farm in question, it shall be left blank.

Any correction in the data on form 309 shall be made by drawing a line through the original entry (which should remain legible) and entering the correct data immediately above or to the left of the original entry. Such correction should be initialed by the county committeeman whose signature appears in line 26 of the application. If such committeeman cannot be located for the purpose of initialing the correction, however, such correction may be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature in line 26 above the signature of the first committeeman who signed.



For each crop showing a 1939 acreage figure, an allotment figure (or the usual acreage in the case of wheat, where applicable) or a "0" or the word "None" must be entered in the space provided on form 309. For each crop showing an allotment figure (or the usual acreage in the case of wheat, where applicable), a 1939 acreage figure or a "0" or the word "None" must be entered in the space provided on form 309.

Section 1. - Representations and Application for Payment: Each applicant should familiarize himself with the provisions of Section 1, which appear on the reverse side of form 309, since they constitute the representations upon which he is basing his claim for payment.

Section 2. - Certificate of County Committee: Each member of the county committee should carefully study the Certificate of County Committee, which appears on the reverse side of form 309, in order that he may clearly understand the responsibility of the committee in approving applications for payment.

State and county code and farm serial No.: Enter the State and county code and farm serial number from the corresponding form 309A.

Name of county: Enter the name of the county.

Transmittal number: Make no entry in this space.

Line 1, column A: For farms for which a celery allotment is established in Manatee, Marion, Palm Beach, Sarasota, and Seminole Counties, Florida, enter the words "Green manure crop" followed by the acreage, if any, appearing in line 4, column B, form 309A.

Line 1, column B: If the word "Cotton" has been stricken out in line 1, column E, form 309A, and another crop name entered therein, make the same correction on form 309.

Line 1, columns C and D: Enter the crop names (including "Usual wheat", where applicable) shown in line 1, column F, and line 1, column G, respectively, form 309A. If either of such columns was subdivided on form 309A, a similar subdivision should be made on form 309.

Line 2, column A: Enter from line 2, column D, form 309A. If the total acreage of soil-depleting crops entered in this space is less than 50 percent of the total allotment for the farm, the notation "Farm idle in 1939" shall be entered above the space for the signature of a county committeeman in line 26, unless the county committee has determined that (a) normal farming operations (as defined in the last paragraph beginning on page 7 and continued on page 8 of SRB-304B) were, in fact, carried out on the farm in 1939, or (b) failure to carry out normal farming operations in 1939 was due to causes beyond the control of the farm operator. Under condition (a) the notation "Normal farming operations" shall be entered above the space for the signature of a county committeeman in line 26; under condition (b) a signed report of the county committee's



findings (in duplicate) shall be attached to the form 309 and submitted to the State office.

Line 2, column B: Enter from line 2, column E, form 309A.

Line 2, column C: Enter from line 2, column F, form 309A.

Line 2, column D: Enter from line 2, column G, form 309A.

Line 3, column A: Enter from line 3, column D, form 309A. If the notation "Com" has been entered above the total allotment figure in line 2, column D, form 309A, it should also be entered in line 3, column A, form 309 following the space provided for the total acreage allotment.

Line 3, column B: Enter from line 3, column E, form 309A.

Line 3, column C: Enter from line 3, column F, form 309A.

Line 3, column D: Enter from line 3, column G, form 309A.

Line 4, column B: Enter from line 4, column E, form 309A.

Line 4, column C: Enter from line 4, column F, form 309A.

Line 4, column D: Enter from line 4, column G, form 309A.

Lines 3, 4, 5, 6, and 7, column E (left side): Enter from lines 2, 3, and 4, column H, and lines 2 and 3, column J, form 309A.

Lines 3, 4, 5, 6, and 7, column E (right side): Enter from lines 2, 3, and 4, column I, and lines 2 and 3, column K, form 309A.

Line 8, column E: Enter from line 4, column K, form 309A. (Check the sum of the entries in lines 3, 4, 5, 6, and 7 to see that it agrees with the total figure.) In cases where no soil-building practices were carried out on the farm in 1939, a "0" or the word "None" must be entered in line 8, column E, on form 309.

Line 2, column I: Enter from line 2(a), column P, form 309A.

Line 3, column FGH: Enter from line 2(b), column B, form 309A.

Line 4, column I: Enter from line 3(a), column B, form 309A.

Line 6, column I: Enter from line 3(b), column B, form 309A.

Lines 13, 17, and 21, column A: Enter from line 6 and succeeding lines, column L, form 309A.

It is assumed in this connection that the names of the landlords, tenants, and sharecroppers entered in line 6 and succeeding lines, column L, form 309A are those persons who are entitled, as of the time of harvest, to share in the proceeds of one or more of the crops listed in line 1, columns E, F, or G, thereof, or who have participated in carrying out approved soil-building practices on the farm in 1939. If the county committee determines, however, that one or more of the persons originally shown on the form 309A are not, at the time of harvest, entitled to share in any such crop and have not participated in carrying out approved soil-building practices on the farm, the names of such persons should be deleted from the form 309A.

As to what is meant by the term "at the time of harvest" in



cases of sale, abandonment, and loss of control by legal process, the following interpretation shall be observed:

"In cases where, through sale or legal process, a landlord, tenant, or sharecropper loses his interest in a crop prior to or during harvest, but retains, for the remainder of his tenure under the lease or operating agreement, his position as a producer on the farm on which the crop was grown, and in cases where a tenant or sharecropper abandons a crop which has failed, such person will be entitled to all of the payment, and subject to any deduction, computed with respect to his interest in such crop.

"If a landlord, tenant, or sharecropper loses his interest in a crop through sale or legal process and also relinquishes his position as a producer on the farm, or if a tenant or sharecropper abandons a crop the yield of which justifies the harvest thereof, his successor-in-interest will be entitled to all of the payment, and subject to any deduction, computed in connection with such interest, except that, if the loss of or abandonment of such interest and relinquishment of the position of producer takes place after the beginning of and before the completion of harvest, the payment or deduction will be divided between the original producer and his successor-in-interest in the proportion that such persons share in the crop, or proceeds thereof, harvested from the acreage in question."

The names of the landlord(s) (if other than the operator(s)) shall be followed by the notation "(LL)", and the name(s) of the operator(s) shall be followed by the notation "(OP)".

If there are more than three interested <sup>1/</sup> persons, Form SR-310, "Continuation Sheet for Section 3 of Application for Payment (Form SR-309 or SR-314)", will be used. Each such continuation sheet must be properly identified by the State and county code and application serial number and securely attached to the related form 309.

If a person who otherwise would have shared in the payment dies or becomes incompetent before form 309 is executed, the name to be entered on form 309 will be the applicable one of the following:

1. If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered.  
(Example: "John M. Doe, executor (or administrator) of the estate of Richard Roe, deceased".)

<sup>1/</sup> As used herein the word "interested" refers to a person who, as landlord, operator, tenant, or sharecropper, is entitled, at the time of harvest, to share in the crops (or proceeds thereof) grown on a farm in 1939 under a lease or operating agreement, or who, as owner or operator of such farm, participates in 1939 in carrying out approved soil-building practices on the farm.



2. If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the names of all the heirs of the decedent shall be entered unless such heirs wish to designate a trustee to execute the application for them and receive payment on their behalf. In the latter event, the name of the trustee shall be entered. (Examples: "W. R. Roe, Mary E. Roe, and Edward J. Roe, all the heirs of Richard Roe, deceased", or "W. R. Roe, trustee for the heirs of Richard Roe, deceased".)
3. If the person is incompetent, the name of his guardian (or committee) and of his estate shall be entered. (Example: "John H. Doe, guardian (or committee) of the estate of Richard Roe, incompetent".)

Lines 14, 18, and 22, column A: Enter the full mail addresses of the landlord(s) and operator(s) from line 6 and succeeding lines, column L, form 309A.

The addresses of tenants and sharecroppers shall be entered at the time they affix their signatures in column A.

Lines 13, 17, and 21, columns B, C, and D: Enter from line 6 and succeeding lines, columns M, N, and O, form 309A.

If the acreage shares on form 309A have been circled for one or more crops and revised acreage shares entered above by reason of the fact that the acreage of the crop for one or more of the producers has been substantially reduced by flood, hail, drought, or insects in 1939 (as indicated by a notation to that effect below line 18 of the form 309A), enter the uncircled figures on form 309 and enter in line 25, column A, form 309 the same notation as appears below line 18 of the form 309A.

If the acreage shares on form 309A for cotton have been circled and revised acreage shares entered above by reason of the fact that the total acreage of cotton on the farm in 1939 is less than 80 percent of the cotton acreage allotment established for the farm and the acreage of cotton which is or would have been planted thereon by any tenant or sharecropper in 1939 is not substantially proportionate to the acreage of cotton which such tenant or sharecropper would normally plant thereon, enter the uncircled figures on form 309. In such cases if all interested persons have not signed a separate statement agreeing to the acreage shares represented by the uncircled figures in column M of the form 309A (or have not signed a 1939 cotton price adjustment application for payment agreeing to the same acreage shares), it will be necessary that all such persons sign the form 309 or that such form be corrected to show only the names and shares of those producers who are entitled to share in the actual acreage of cotton planted on the



farm in 1939 (that is, the circled figure in column M of the form 309A). Where the interested persons have agreed on a separate statement to the acreage shares represented by the uncircled figures in column M of form 309A (and all interested persons do not sign the form 309), a copy of such statement, signed also by a member of the county committee on behalf of the committee, shall be attached to and submitted with the form 309 to the State office. Where the interested persons have signed a 1939 cotton price adjustment application for payment showing the same acreage shares (and all interested persons do not sign the form 309 or a separate statement agreeing to the acreage shares), a statement to that effect, signed by a member of the county committee on behalf of the committee, shall be attached to and submitted with the form 309 to the State office.

Lines 13, 17, and 21, column E: Enter from column P, form 309A. Where any person other than the landlord or operator is shown as carrying out soil-building practices and is not also shown as sharing in the soil-depleting crops, such person's relationship to the farm in question at the time the practices were carried out must be explained. The explanation must be in the form of a statement signed by the producer in question and approved by a member of the county committee, and must be attached to and submitted with the form 309 to the State office.

Lines 16, 20, and 24, column BCDE: For each interested person, enter the word "Yes" or "No", whichever is applicable. "Yes" shall be entered in this space under any of the following circumstances:

- (1) If the applicant shares in the crops grown on any other farm in the county, or if there is any other farm in the county on which he as landlord or operator participates in carrying out approved soil-building practices and with respect to which he will file an application under the 1939 Agricultural Conservation Program.
- (2) If the applicant has any turpentine place(s) in the county with respect to which he will file an application for payment under the 1939 Naval Stores Program.
- (3) If the applicant has an interest in any farm(s), or turpentine place(s) in other counties in the State (or in any farm(s), turpentine place(s), or ranching unit(s) in other States - including Alaska, Hawaii, and Puerto Rico - if he is other than an individual, partnership, or estate) with respect to which he will file an application for payment under the applicable 1939 program. Where "Yes" is entered, the applicant must execute Form SR-321, "Multiple-Farm Report", and the same must be forwarded to the State office along with all "possible deduction" applications for such producer before any of his payment applications or at the time the first of such applications are submitted to that office.

"No" should never be entered in this space until the applicant himself has indicated that he has no interests in other counties



(or States, if applicable). The county office has records on which to answer the question insofar as the applicant's interests in the county are concerned, but ordinarily its records do not cover such person's interests outside the county.

Lines 16, 20, and 24, column FGHI: The information to be entered in each of these lines will be from a Form ACP-69 or a Form AAA-372, whichever was first filed in the county office with respect to the payment in question. The first of such forms filed shall be attached to and submitted with the form 309 to the State office.

In cases where a Form ACP-69 was filed first in the county office, enter the name and mail address of the person, if any, to whom the producer has made an assignment on a Form ACP-69 for cash or advances to finance the making of a crop in 1939. Such assignment shall not be recognized, however, unless the assignee has executed Part II of Form ACP-69 and it is shown therein that part or all of the amount advanced still remains unpaid. If more than one assignment has been made by a given producer with respect to the farm, only the first assignment filed in the county office on Form ACP-69 and remaining unpaid at the time the form 309 is executed shall be honored. In cases where a Form AAA-372 was filed first in the county office enter "AAA-372" in the space provided for the name of the assignee. (If more than one Form AAA-372 is filed with respect to the same payment, the county office shall recognize only the first of such forms filed.) If there is no outstanding assignment or Form AAA-372 the word "None" shall be entered.

Lines 16, 20, and 24, column J: Enter the amount of the assignment remaining unpaid at the time the form 309 is executed, from Part II of Form ACP-69, or the amount on Form AAA-372, whichever is applicable.

If the amount shown in Part II of the Form ACP-69 exceeds the amount in Part I of the form, the assignment shall not be accepted unless the excess amount covers interest charges (at not more than the maximum rate chargeable under the law of the State in which the farm is located) originally provided for in Part I of the form. The county office shall check the amount shown as accrued interest in Part II of the form, to determine that such amount was computed at a rate of interest not in excess of that specified in Part I of Form ACP-69 and for a period not exceeding that during which the amount advanced remained unpaid counting up to not later than the date Part II of the form was executed.

Lines 13, 17, and 21, column K: Enter the amount derived by multiplying the quantity of any grant of aid furnished the producer (as shown in Section IV of the related Form ACP-64, "Request for Material as Grant of Aid under the Agricultural Conservation Program") by the rate established by the Agricultural Adjustment Administration. (This rate will be furnished the county offices by the respective State office.) If limestone or superphosphate is obtained as a grant of aid and the application for payment does not show an application of the material in question as a soil-building practice to an extent equal to the amount



of the grant of aid, the county committee shall investigate the case and attach to Form ACP-64 a statement, in duplicate, over the signatures of at least two of its members showing what use, if any, has been made of the material which was not used in carrying out soil-building practices. This statement should set forth clearly the amount of any such materials which were used in a manner not in substantial accord with the agreement under which such material was furnished. A similar statement should be attached to the application if the county committee finds that any other material furnished as grant of aid was used in a manner not in substantial accord with the agreement under which such material was furnished. The original Form(s) ACP-64 shall be attached to the form 309 and submitted to the State office.

Lines 15, 19, and 23, column A: After all necessary data have been entered thereon the signature of each applicant shall be affixed on the original form 309 in ink or indelible pencil. Under no circumstances shall a producer be requested or allowed to sign an application in blank. The producer's signature must agree with his name as it appears in line 13, 17, or 21, and must be in the original handwriting of such producer or his duly authorized representative appointed in writing in accordance with existing procedure or by a court. Traced signatures, carbon impressions, and facsimile signatures on the original form 309 are not acceptable.

Signatures on form 309 should be in the following style (under-scoring denotes portion of signature which must be in the handwriting of the person signing):

1. An individual:

John H. Doe

2. Cosigners (joint-owners or joint-operators):

John H. Doe  
Richard D. Roe

3. Sole proprietor:

X. Y. Z. Company  
By John H. Doe, sole proprietor (or owner)

4. An agent or attorney-in-fact:

(a) John H. Doe  
By Richard D. Roe, agent (or attorney-in-fact)

(b) Jones & Smith, a partnership,  
By Richard D. Roe, agent (or attorney-in-fact)



5. A member of a partnership:

Smith & Jones

By John H. Smith, a partner (or member of firm)

6. An officer of a corporation:

A. B. C. Company, Inc.,

By John H. Doe, president (or other duly authorized officer)

7. An administrator:

John H. Doe, administrator of the estate of Richard  
Roe, deceased.

8. An executor:

John H. Doe, executor of the estate of Richard Roe, deceased

9. Trustee for heirs of a deceased person:

John H. Doe, trustee for all the heirs of Richard Roe,  
deceased.

10. A guardian or committee:

John H. Doe, guardian (or committee) of the estate of  
Richard Roe, minor (or incompetent)

11. A receiver or liquidator:

John H. Doe, receiver (or liquidator) of A. B. C  
Company, Inc.

12. A State, county, or municipal officer:

York County, South Carolina

By John H. Doe, county supervisor.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the proper authority so to act. The signing of form 309 by a member of the committee shall constitute the certification of such committee that each person who signs the form in a representative capacity does possess the necessary authority. In the event the members of the committee do not have the personal knowledge that each such person has proper authority, they should require such person to submit evidence of his authority. (See ACP-16, "Instructions on Signatures and Authorization", and AAA Forms 379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power-of-attorney on the applicable AAA form or a similar form be secured for sub-

stitution unless the power-of-attorney now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the form 309 when it is submitted to the State office for payment.

If any interested person who otherwise would share in the payment refuses to sign the form 309, a statement by such person, setting forth fully his reason for refusing to sign, should be attached to the form 309. If such statement cannot be obtained, there should be attached to the form 309 a statement signed by a member of the county committee or by the association secretary indicating the efforts which have been made to secure the signature and statement of such producer. If, for any other reason, the signature of any person who otherwise would share in the payment cannot be obtained, the reason for the failure of such person to sign should be written in the space where his signature would otherwise have been affixed and such entry initialed by a member of the county committee or by the association secretary. (Payment may be made later to any such producer, if, within the time limit for accepting applications, he submits an application on a supplemental form 309 properly executed by him. The basis data on the supplemental form 309 must be identical with those on the original application, except that the letters "Supp". should appear in the upper right corner immediately following the application serial number. Such supplemental form 309 need not include the acreage or percentage shares or the signatures of any producers other than those applying for payment on the supplemental application, but must be signed by the association secretary and a member of the county committee.)

Lines 16, 20, and 24, column A: The signature of a witness is required only where the signature of the producer is affixed by mark. Any signature by mark must be witnessed by a disinterested person.

Line 26 - Signature of county association secretary: After all necessary data have been entered on form 309 and the signatures of applicants affixed thereto, the association secretary shall examine the application and, if he finds it to be in proper form, shall affix his signature in the space provided. If it is found advisable, the county committee may designate one or more persons employed in the office of the association to perform the duty of approving applications for payment and related documents on behalf of the association secretary. (In such cases, the designated person shall sign his own name as association secretary.) Such designation may be made by executing in quadruplicate an authorization in writing by at least two members of the county committee and forwarding the original and one copy to the State office, handing one copy to the person so designated and retaining the other copy in the association files. The authorization should be substantially in the following form:

"We, the undersigned members of the County Committee of \_\_\_\_\_ County, State of \_\_\_\_\_, do hereby authorize \_\_\_\_\_, now employed in the office of the County Agricultural Conservation Association as \_\_\_\_\_, in lieu of the Secretary of said Association  
(Title)  
to approve applications for payment and related papers under the 1939



Agricultural Conservation Program and affix his signature to such documents whenever he finds them to be in proper form within the meaning of the regulations and instructions applicable thereto. This authorization is to remain in effect while such person is employed in said office unless sooner canceled or revoked by said committee in writing.

"Following is a specimen of the signature of said person:

"If cancellation or revocation of this authorization is necessary, it will be accomplished by notifying the State office in writing that the authorization is thereby canceled or revoked and by filing in the records of the office a copy of such notice and handing a copy to such person if he is then employed in said office.

SIGNATURE OF COUNTY COMMITTEEMEN:

Date \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ "

The authorization may be extended to cover applications and related documents under other programs, by inserting after the words "The 1939 Agricultural Conservation Program" the following or so much thereof as is desired: ",including the 1939 Range Conservation Program, each succeeding agricultural (and range) conservation program, the Sugar Act of 1937, the 1939 Price Adjustment Program, and any other general or special farm program administered through the Agricultural Adjustment Administration."

Line 26 - Signature of county committeeman: If the county committee finds that the data on form 309 have been correctly entered and that the person(s) making application for payment are eligible under the regulations to receive payment with respect to the farm covered by the form 309 in question, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The committeeman who signs must not be a near relative of any interested person shown on form 309 or have any sort of financial interest in the farm covered thereby. The date the committeeman signs the form 309 should be entered in the space provided.

In counties which have been designated as counties which are not in substantial compliance in 1939 with reference to the number of cows kept for the production of milk, the county committee shall not approve an application covering any farm unless it has been determined that the farm is eligible for payment insofar as the use of soil-conserving crops is concerned. (See SRM-332, dated May 23, 1939.)

The county committee shall not approve payment to any applicant whom it finds has knowingly planted cotton, or caused cotton to be

planted in 1939, on any farm in which he has an interest, in excess of the cotton acreage allotment established for such farm. If the payment of any person is disallowed for this reason and there are other interested persons on the application, the words "knowingly overplanted" shall be written in the line for his signature.

If it is found that a landlord or operator who is applying for payment on form 309 has for 1939 made any change in the arrangements which existed between himself and the tenants or sharecroppers on the farm in 1938 or has reduced the number of tenants or sharecroppers from the average number on the farm during the three years 1936-1938 and such change or reduction would cause a greater proportion of the payment to be made to the landlord or operator than would have been made to him had such change or reduction not been made, and the county committee disapproves such change or reduction as being unjustified within the meaning of Section 11 G of SRB-301B, the committee shall attach two copies of the signed report of its findings to the form 309, showing the share which the landlord or operator would have received but for such change or reduction.

Two signed copies of the county committee's findings and recommendation shall be attached to the form 309 and submitted to the State office with respect to any applicant who

(1) Has adopted any practice (including the misuse of "white" marketing cards in 1938) which tends to defeat any of the purposes of the 1939 or previous agricultural conservation programs; or

(2) Has, by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, offset, or participated in offsetting, in whole or in part, the performance for which such payment is otherwise authorized; or

(3) Has, with respect to forest land or woodland owned or controlled by him, adopted any practice which is contrary to sound conservation practice; or

(4) Has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, or formation of any corporation, partnership, estate, trust, or by any other means, which was designed to evade, or would have the effect of evading, the limitation of payment (to \$10,000) set out in Section 11B of SRB-301B.

Submitting forms to State office: Before submitting forms 309 to the State office each such form should be carefully checked to determine that:

(1) All data have been correctly entered.

(2) Any corrections have been properly initialed.



(3) Each interested person has signed form 309 or there is a proper explanation as to why he has not done so.

(4) All signatures of interested persons are genuine and agree with their names as typed or printed on the application.

(5) A complete mail address is entered for each producer who has signed the application and for each assignee shown thereon.

(6) The signatures of the association secretary and a member of the county committee have been affixed in the spaces provided and the date has been entered.

(7) The required number of copies of each applicable statement and copies of any related Forms ACP-64, ACP-69, and AAA-372 are attached.

Forms 309 shall be listed on Form SR-315, "Transmittal Sheet", for submission to the State office.

The original and all copies of forms 309, with inserted carbons intact, shall be submitted to the State office. The county office and producer's copies will be returned to the county office after computations have been made thereon, at which time the producer's copy should be delivered to the farm operator.

Forms 309 suspended for correction should be listed on Forms SR-315 with regular applications when ready for resubmission to the State office, rather than being listed on separate Forms SR-315.

#### FORM SR-321

Before any payment application is submitted to the State office for a producer for whom the word "Yes" is entered in column BCDE, Section 3, form 309 or at the time the first such application(s) is submitted, a Form SR-321, "Multiple-Farm Report" (hereinafter referred to as form 321), shall be executed and submitted to the State office along with all "possible deduction" applications for such producer. Failure to comply with this requirement may result in the suspension to the county office of payment applications for such producer. In cases where the county committee has found that a producer for whom a form 321 is prepared knowingly overplanted cotton in 1939 on any farm(s), the notation "knowingly overplanted" shall be entered on form 321 following the serial number(s) of the application(s) covering such farm(s).

Form 321 is to be executed in quadruplicate in accordance with the instructions set out below.

Name of county: Enter the name of the county.

Name of State: Enter the name of the State.

Name of producer: Enter the name of the producer as it appears on form 309, except that the surname shall be shown first.

Mail address of producer: Enter the full mail address of the producer as it appears on the applications for payment.

Section 1. - Representations of Producer: The attention of the producer should be called specifically to the representations on the reverse side of form 321, since they become such producer's own statements when he signs the form 321.

Section 2. - Certificate of County Committee: The county committee should carefully study the certificate on the reverse side of form 321, in order that it may clearly understand its responsibility in approving form 321.

Lines 1 through 20, column A: Enter (from the list or card index prepared pursuant to SRM-523, dated June 16, 1939) in numerical sequence the serial numbers of all farms in the county on which the producer shares in the crops produced thereon and on which it has been definitely determined that no deduction will accrue to such producer or on which he as landlord or operator participates in carrying out approved soil-building practices in 1939 and with respect to which he will file an application for payment. For any such farm which is considered as idle in 1939, enter the word "Idle" immediately following the serial number thereof.

A definite procedure should be worked out in each county office for distinguishing applications involving a net payment from those which involve a net deduction, in order that no serial number may ever be entered in column A of form 321 for a case which actually involves a deduction. This means that one or more persons in the county office must understand exactly how to compute payments and deductions.

If the producer is interested in any turpentine place(s) in the county with respect to which he will file an application for payment under the 1939 Naval Stores Program, the notation "Turpentine place(s)" shall be entered below the farm serial numbers in column A.

Lines 1 through 20, column B: Enter (from the list or card index) in numerical sequence, on the lines immediately following those which have entries in column A, the serial numbers of all farms in the county which the producer operates or rents to other persons for a share of the crops produced thereon and on which it appears that a deduction may possibly accrue to such producer. The placing of a serial number in this column will in no way affect the producer's claim to payment if it develops that the application in question results in a net payment. Therefore, all borderline cases (that is, all cases where there is a doubt as to whether the application involves a net payment or a net deduction) should be shown in column B, for examination and computation by the State office.



Lines 1 through 20, column G: Enter the names of other counties in the State in which the producer has an interest in any farm(s) or turpentine place(s), (and the names of other States - including Alaska, Hawaii, and Puerto Rico - if the producer is other than an individual, partnership, or estate in which the producer has an interest in any farm(s), turpentine place(s), or ranching unit(s) with respect to which he will file an application for payment under the applicable 1939 program. This information is necessary for purposes of applying the \$10,000 limitation in payment, and therefore should be called specifically to the attention of each such producer.

Signature of producer: The signature of the producer shall be affixed in the same manner as on the applications for payment, and the date thereof shall be entered in the space provided. The rules governing signatures on the applications for payment are also applicable to those on form 321. Where a producer's signature is made by mark, the signature of the witness shall be affixed immediately below.

Signature of committeeman: If the county committee finds that the information entered on form 321 is correct, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The signature of the committeeman constitutes a certification (as on the application for payment) that the committee has found that any person signing the form 321 in a representative or fiduciary capacity has the necessary authority so to act. The date of the committeeman's signature shall be entered in the space provided.

Corrections on form 321: Any correction in the serial numbers in column A or B or in the names of counties (or States) in column G of form 321 should be made by drawing a line through the original entry and entering the correct data immediately above or beside the original entry. Any such correction should be initialed by the committeeman whose signature appears below Section 3 of form 321. If such committeeman is not available to initial the correction, however, such correction may be initialed by another member of the county committee, provided the committeeman who initials such correction also affixes his signature above the signature of the first committeeman who signed.

Submitting "possible deduction" applications and forms 321 to State office: All forms 309 listed as "possible deduction" applications in column B of form 321 shall be submitted to the State office on Form SR-315, "Transmittal Sheet", prior to the submission of any payment applications involving the producer in question or at the time of the submission of the first of such payment applications.

The "possible deduction" applications must be complete in every detail except that it is not required that they be signed by anyone except the association secretary and a member of the county committee. If it is convenient, however, and will not delay the submission of the applications and forms 321 to the State office, the signatures of all inter-



ested persons should be obtained. This will make it unnecessary for the State office to return such applications for the signatures of the producers in cases where it is found that such applications result in payments rather than deductions.

The "possible deduction" applications must be attached to the forms 321 on which they are listed and the latter forms must be submitted with the applications to the State office.

If it is discovered, after the form 321 is submitted to the State office, that an error was made in the preparation thereof, a revised form 321 should be executed and submitted by letter to the State office at once. Such form 321 must be complete in every detail and must contain the notation "Revised" above the words "Multiple-Farm Report" in the heading of the form.

Issued September 8, 1939, with the approval of the Acting Administrator.

*I. W. Duggan*

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I. W. Duggan,  
Director, Southern Division.



Issued September 23, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 305B

INSTRUCTIONS FOR FILLING OUT FORM SR-309, "APPLICATION  
FOR PAYMENT", AND FORM SR-321, "MULTIPLE-FARM REPORT"

(Applicable to all farms in Area B)

Amendment 1

The last paragraph beginning on page 2 of Southern Region  
Bulletin 305B is hereby amended to read as follows:

"Line 2, column A: Enter from line 2, column D,  
form 309A. If the total acreage of soil-depleting crops  
entered in this space is less than 50 percent of the total  
allotment for the farm, the notation 'Farm idle in 1939'  
shall be entered above the space for the signature of a  
county committeeman in line 26, unless the county committee  
has determined that (a) normal farming operations (as defined  
in the last paragraph beginning on page 7 and continued on  
page 8 of SRB-304B) were, in fact, carried out on the farm  
in 1939, or (b) the county committee finds that the farm was  
not idle even though normal farming operations were not carried  
out on the farm in 1939. Under condition (a) the notation  
'Normal farming operations' shall be entered above the space  
for the signature of a county committeeman in line 26; under  
condition (b) a signed report of the county committee's find-  
ings (in duplicate) shall be attached to the form 309 and sub-  
mitted to the State office."

Issued September 23, 1939, with the approval of the Adminis-  
trator.

*I. W. Duggan*

I. W. Duggan,  
Director, Southern Division.

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S088  
No. 305B, amend. 1  
OCT 9 1939

